



POLICY STATEMENT

Workplace Violence
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Richard Tischner
Director

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Overview

Background

The Court Services and Offender Supervision Agency (CSOSA or Agency) is committed to promoting and maintaining a safe environment free from workplace violence. Workplace violence is “actions or words that endanger or harm another individual or result in other individuals having a reasonable belief that they are in danger in the workplace.” Such actions can include, but are not limited to, intimidation, threats, physical contact, property damage, and possession of weapons.

This policy statement affirms the Agency's commitment to:

- Maintaining a work environment free from violence of any type;
- Responding appropriately to workplace violence and workplace-related incidents of domestic violence, sexual assault, and stalking; and
- Providing support to those impacted by workplace violence and workplace-related incidents.

Workplace violence can affect and involve employees, interns, contractors, offenders, and visitors.

Coverage

This Policy Statement applies to all CSOSA employees, contractors, and interns.

Authorities

- [Section 11233\(b\)\(2\)\(C\) of the National Capital Revitalization and Self-Government Improvement Act of 1997, Pub. Law 105-33, 111 Stat. 712, D.C. Code § 24-133\(b\)\(2\)\(C\) \(2001 Edition\) \(Director’s authority\).](#)
 - [Presidential Memorandum: Establishing Policies for Addressing Domestic Violence in the Federal Workforce, dated April 18, 2012.](#)
 - [United States Office of Personnel Management \(OPM\): Guidance for Agency-Specific Domestic Violence, Sexual Assault, and Stalking Policies, date February 9, 2013.](#)
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Overview, Continued

References

- Policy Statement 1102, *Standards of Employee Conduct*, dated April 11, 2014.
 - Policy Statement 5805, *Physical Security Program*, dated July 8, 2022.
 - Executive Order on Diversity, Equity, Inclusion, and Accessibility in the Federal Workforce, date June 25, 2021.
 - U.S. Office of Personnel Management, *Dealing with Workplace Violence: A Guide for Agency Planners*, dated February 1998.
 - U.S. Department of Labor, Occupational Health and Safety Administration's Website on Workplace Violence.
 - U.S. Merit Systems Protection Board, *Employee Perceptions of Federal Workplace Violence*, date September 2012.
 - U.S. Department of Justice, Office of Justice Programs, *Threat Assessment: An Approach to Prevent Targeted Violence*, National Institute of Justice, Research in Action, dated July 1995.
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Administrator

CSOSA Office of Human Resources (OHR) and Office of Administration (OA) are jointly responsible for the contents of this policy.

Policy

Principles

- All employees are responsible for their behavior and maintaining a safe work environment.
 - The Agency does not tolerate workplace violence and workplace-related incidents, whether perpetrated by Agency employees, contractors, interns, or individuals outside of the Agency upon Agency employees, contractors, or interns.
 - The Agency takes all reports of workplace violence and workplace-related incidents seriously and responds appropriately.
 - The Agency supports all staff and offices involved in responding to workplace violence and workplace-related incidents in their efforts to manage violent and potentially violent situations.
 - The Agency protects anyone from reprisals stemming from reporting and/or participating in an investigation of workplace violence and workplace-related incidents.
 - The Agency prevents workplace violence and workplace-related incidents by setting clear standards for conduct and performance and promptly addressing employee problems.
 - The Agency takes action to stop workplace violence and workplace-related incidents. Individuals who communicate a direct or indirect threat of harm through oral or written statements, gestures, or expressions may be refused entry or removed from the premises and subject to disciplinary action, criminal penalties, or both.
 - The Agency provides resources and training to address workplace violence and workplace-related incidents and assists individuals adversely impacted by violence on or off-site.
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Roles and Responsibilities

Employees

- Adhere to Policy Statement (PS) 1102, Standards of Employee Conduct.
- Be familiar with the Agency's policy and procedures on workplace violence.
- Take all threats seriously.
- Report threats or incidents of workplace violence promptly to both management in their chain of command **and** the Office of Administration, Office of Security (OA-S).
- Document all threats or incidents of workplace violence and forward the documentation to both management in their chain of command **and** OA-S.
- Cooperate in investigations and assessments of allegations of workplace violence.
- Respect the integrity of the process by refraining from making false allegations.
- May inform their supervisor about protective/restraining orders sought or obtained (e.g., domestic violence, stalking, etc.) so that assistance can be offered at the workplace (e.g., workplace safety plan).
- Be familiar with local and Agency emergency contacts and evacuation plans and procedures.

Important!

Threats or assaults that require immediate attention by security or police should be reported first to on-site security or police at 911.

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Roles and Responsibilities, Continued

Supervisors

- Notify both on-site security **and** OA-S immediately in the event of any workplace violence or workplace-related incident.
- Take action to prevent and respond to workplace violence and workplace-related incidents
- Ensure that employees under their direct supervision are familiar with:
 - Agency's policy and procedures on workplace violence; and
 - Local and Agency emergency contacts and evacuation plans and procedures.
- Take all threats seriously.
- Respect and maintain an employee's right to privacy and the need for confidentiality and autonomy when informed of workplace-related incidents of domestic violence, sexual assault, and stalking, except when maintaining confidentiality could compromise the security of the workplace or compromise an ongoing criminal investigation.
- Request assistance from functional area expert(s) (e.g., OA-S, Office of Human Resources [OHR]) for consultation and advice in determining the seriousness of a threat.
- Coordinate with the OA-S and OHR regarding prevention, response, and follow-up services.
- Ensure that all reports of workplace violence (threats or incidents) are documented and forwarded to the appropriate chain of command, OA-S, and OHR, as appropriate.

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Roles and Responsibilities, Continued

Office of Administration - Security (OA-S)

- Maintains an ongoing security awareness program.
- Responds to and manages threats or incidents of workplace violence on all CSOSA sites.
- Serves as the Agency security expert and keeps the Agency management apprised of the risk of violence, the security gaps identified by threat assessments, and the means to close those gaps.
- Provides technical advice and support in evaluating specific reports of threats or incidents of workplace violence, as appropriate.
- Requests law enforcement response from the appropriate authority (DC Metropolitan Police Department or Federal Protective Services) for acts of violence at a Government owned and/or Government leased facility, when deemed appropriate.
- Assists with or conducts investigations of threats or incidents of workplace violence and/or refers to OPR for investigation, as appropriate.
- Tracks and ensures timely response to reports of threats or incidents of workplace violence.
- Apprises the Agency's senior executive leadership team (SELT) of all reports of workplace violence (threats or incidents).
- Provides properly trained and equipped security officers to prevent, deter, and respond to threats or incidents of workplace violence.
- Coordinates with the appropriate authorities to escort:
 - Potentially violent individuals safely off the premises and suspend their access until they have been cleared for re-entry; and
 - Individuals who have been removed or terminated off the premises.
- Acts as liaison with local authorities and outside law enforcement agencies.
- Conducts preliminary background checks on applicants to screen for a history of violent behavior in the workplace.
- Works with OA-Facilities to ensure building safety and security as outlined in PS 5805 Physical Security Program.
- Works with procurement to address any violent acts committed by a contractor.

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Roles and Responsibilities, Continued

**Office of
Administration-
Procurement
(OA-P)**

Contracting Officer works with the Contracting Officer Representative (COR) to determine if corrective action is necessary or if contractual modifications are required in case a contractor commits a threat or incident of workplace violence.

**Office of Human
Resources (OHR)**

- Advises supervisors and employees on the use of leave and/or other workplace flexibilities when workplace violence or workplace-related incidents of domestic violence, sexual assault, and stalking impact the employee's safety and/or ability to maintain one's work performance.
 - Provides technical expertise and consultation to help supervisors determine the appropriate personnel and /or disciplinary action related to threats or incidents of workplace violence or workplace-related incidents when there is a nexus between the misconduct and the "efficiency of the service."
 - Provides supervisors and employees information and referrals to internal and external resources to address workplace violence and workplace-related incidents, when requested (e.g., EAP).
 - Maintains personnel files associated with any threats or incidents of workplace violence or workplace-related incidents resulting in disciplinary and/or adverse actions.
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**Training and
Career
Development
Center (TCDC)**

- Coordinates with OHR and OA-S to train employees on Agency's policy and procedures on workplace- violence and workplace-related incidents.
 - Provides supervisory training emphasizing skills that promote a healthy, productive, violence-free workplace.
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**Alternative
Dispute
Resolution
(ADR)**

- Provides informal and neutral assistance to staff to address and resolve work-related conflicts.
 - Provides consultation, coaching, mediation, and facilitation services as appropriate, when requested, to help resolve work-related conflicts.
 - Maintains confidentiality of services except when maintaining confidentiality could compromise the security of the workplace or compromise an ongoing criminal investigation.
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Roles and Responsibilities, Continued

**Office of
Professional
Responsibility
(OPR)**

Conducts administrative investigations on allegations of workplace violence reported by employees and supervisors, which could lead to disciplinary actions, adverse actions, or referral for criminal prosecution.

**Office of
General Counsel
(OGC)**

Manages legal responses or litigation resulting from the Agency's response to workplace violence.

CSOSA Director

Sets the Agency's workplace violence policy.
